



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

MAY 8 1967

IN REPLY PLEASE REFER TO

YOUR REFERENCE

Mr. John Richardson  
Director of Training  
Central Intelligence Agency  
Washington, D. C. 20505

Thank you for your space requests and statement of preferred seminars in the 1967-68 program year at the Berkeley and Kings Point Executive Seminar Centers. The responses from participating agencies exceeded expectations in substantial numbers. Almost 2000 requests were received for the 1188 available spaces at both Centers.

We have now determined the schedule of courses and distributed spaces among the participating departments and agencies. A copy of the schedule of seminars showing spaces reserved for your agency at each Executive Seminar Center is attached with a firm contract for your acceptance. The contract should be signed by your agency's authorized official and returned to the Director, Bureau of Training, on or before June 15, 1967.

Please send Optional Form 37 (Nomination-Registration for Training) on each employee directly to the appropriate Executive Seminar Center at least four weeks in advance of the beginning date of the seminar session to be attended. The addresses follow:

Director  
Executive Seminar Center  
Campus Bancroft Building  
2440 Bancroft Way  
Berkeley, California 94704

or

Director  
Executive Seminar Center  
% U. S. Merchant Marine Academy  
Kings Point, L. I., New York 11024

We are looking forward to receiving your participants, and to collaborating further with you during the coming program years.

Sincerely yours,

*J. Kenneth Mulligan*  
J. Kenneth Mulligan, Director  
Bureau of Training

Attachments

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment